

ATTACHMENT I (AAA-ENP-1720 RFP QUESTIONS AND ANSWERS ADDENDUM THREE)

Question 1: We took our proposals to your office on Friday December 23rd they were not accepted due to the pending Addendum. This is the first email we have received on the Addendum. What is the new due date?

Answer 1: In accordance with the AAA-ENP-1720 RFP Addendum One, Part I (Changes to the RFP), Item Q, the final proposal due date and time are Friday, January 27, 2017 (12:00 p.m. PST).

Question 2: Appendix "S" asks the question are you using a caterer or central kitchen and the only answer (drop down) is yes or no, which is inappropriate?

Answer 2: Thank you for bringing this inadvertent error on the form to our attention. The list of possible responses was updated on the form and the revised form was released to Proposers on Wednesday, December 28, 2016 as part of Addendum Two. If a vendor had already submitted the completed form prior to December 28, 2016, the vendor was not required to resubmit the form; however, for each Region that the vendor intends to submit a proposal, the vendor was instructed to provide its response(s) to this question by sending its response(s) to the following e-mail address: AAARFP@css.lacounty.gov.

Question 3: The cells on the forms are locked and we cannot input. Example is Exhibit X1, X2, X3.

Answer 3: Please kindly note that Exhibits X1, X2 and X3 are part of Appendix A (Sample Subaward) and as such these documents are not intended to be fillable forms. Rather they are provided as part of the Sample Subaward as a reflection of the resulting agreement that will be executed with the successful Proposer.

Question 4: There are couple line items such as Office Supplies, Cleaning Supplies for C1 sites, Travel- Mileage in County, Staff Training, etc. that should be included in the Budget Detail- Other Cost. How can we input these items in the Budget Detail- Other Cost page? We already selected the costs such as accounting services, audit services, etc. from the list of values; however, we would like to have the other costs such as Office Supplies, Printing, Cleaning/Other Supplies, etc., which do not include in the list of values. How can we add these costs in the budget? There is no Other Cost Description in the list of values

Answer 4: Kindly note that there are several cells at the bottom of the worksheet that do not have the drop-down list of values. If the description of your cost(s) is not comparable to any of the items provided in the list of values, you may use those unlocked cells to enter a different description, please.

Question 5: Will you be submitting these forms {pdf forms for Appendix D (Required Forms and Documentation), Part I (Required Forms) are attached to this e-mail inquiry} to us so we can write in them from the computer rather than using a typewriter? Thank you for the update – but will these Exhibits attached be in a form that can be written on from the computer. As of now it cannot be written on.

Answer 5: With the exception of the documents which are entitled “intentionally omitted” and the cover page, all of the attached documents are fillable forms and you may also save them on your computer, please. As an example, Exhibit 6 displays as follows:

The screenshot shows a PDF document titled "Exhibit 6 (Familiarity With County's Lobbyist Ordinance Certification) (000).pdf" in Adobe Reader. The document is a fillable form with the following sections:

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
PART I (REQUIRED FORMS)
EXHIBIT 6 (FAMILIARITY WITH COUNTY'S LOBBYIST ORDINANCE CERTIFICATION)

Proposer certifies that:

- 1) It is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160,
- 2) All persons acting on behalf of Proposer's organization have and will comply with this Ordinance during the proposal process, and
- 3) It is not on the County of Los Angeles Executive Office's List of Terminated Registered Lobbyists.

Certification and Declaration

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and correct.

Agency ABC

Proposer's Name
Jarah Doe

Executive Director

Name of Authorized Representative
Title of Authorized Representative

12/08/2016

Authorized Representative's Signature
Date

Kindly confirm whether or not the form fields are displaying correctly on your system as portrayed in the image above, please. If not, please check the settings for PDF documents on your system.

Question 6: For budget forms Exhibit 23 (Cover Page - F25 and F30; Budget Detail - Other Costs - G20 and G23; Budget Detail - Indirect Costs - G8), Exhibit 24 (Cover Page - F29 and F28) and Exhibit 25 (appears to be ok) in Appendix D. Please adjust cell sizes to allow numbers with more than 3 digits to be visible. Currently, numbers are replaced with the # symbol on-screen and when printed for numbers larger than 3 digits.

Answer 6: Thank you for providing the information noted above. We have reviewed the Budget forms and made adjustments as needed.

Question 7: Is there a minimum number of hours that site managers have to work under the County ENP?

Answer 7: Appendix B (Statement of Work) does not specify an explicit number of hours the Site Manager must work due to the needs of the specific Congregate Meal site (e.g., volume of Clients, room size, activities provided during the lunch program to encourage socialization, Client intake/evaluations, etc.). Therefore, throughout Appendix B (Statement of Work) there are specific requirements that Site Managers are responsible for. For example, Subsection 6.3.9 (Site Manager) requires that:

- Subrecipient for Congregate Meal Service shall have a Site Manager(s) at each Congregate Meal site to oversee all of the daily activities.
- Site Manager shall physically remain at the site during the times that Congregate Meals Services occur.

Additionally, Subsection 10.10 (Congregate and Home-Delivered Meals Quality Assurance Committee) and Subsection 10.11 (Meal and Quality Assurance Evaluations) require that:

- Site Manager shall serve on the Quality Assurance Committee.
- Quality Assurance Committee meetings shall be held at least once per month.
- Meal and quality assurance evaluations must be conducted on a daily basis, etc.

Question 8: Will new contractors get the vehicles from existing/previous contractors?

Answer 8: Yes. Vehicles purchased with Older Americans Act funds/County Subaward Sums are returned to County when Subawards with service providers terminate (i.e., expire, come to an end). At the discretion of

County, those vehicles may become available for use by the new service provider(s).

Question 9: There is a region labeled "Unknown" under C-2 (West Gateway Cities). Can you tell us what area this may cover?

Answer 9: As footnoted in Appendix Q (Service Delivery Data), Exhibit 3 (Title III C-2 and Title III B Program Services Fiscal Year Projected Services Delivery Data), "Unknown – Additional Regional Services Delivery" refers to additional Home-Delivered Meals for the entire Region as listed in this Exhibit.

Question 10: We just want to confirm that the bidder for West Gateway Cities is proposing to cover 19 meal sites, 13 of which are in the West Gateway region and 6 in the Central LA Region?

Answer 10: Appendix Q (Service Delivery Data), Exhibit 2 (Title III C-1 Program Services Fiscal Year Projected Meals Service Delivery Data) lists thirteen (13) meal sites in West Gateway Region and six (6) meal sites in Central LA for a total of nineteen (19) sites. However as footnoted in this Exhibit, St. Timothy's Tower and Manor, which was located in the West Gateway Region, is closed. As such, Services will be provided to a total of eighteen (18) meal sites instead of nineteen (19) due to the closure of St. Timothy's Tower and Manor.